

POOL MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Pool Manager exists is to manage and operate one city swimming facility. Supervises assistant pool managers in order to maximize safety, customer service and community involvement through aquatic programs and activities in the Community Services Department. This classification is supervisory. Work is performed under general supervision by the Senior Recreation Coordinator.

ESSENTIAL FUNCTIONS

Maintains, analyzes and submits written records of daily attendance, revenue, sanitary water conditions (chlorine and pH readings), water back-washing, accidents, rescues and assists, and first aid.

Schedules and supervises Lifeguards, Instructors, cashiers and other related staff on a daily basis. Develops and maintains in service training for staff. Conducts staff meetings. Observes and trains staff.

Observes pool patrons.

Observes various classes and insures that proper procedures are being followed.

Conducts aquatic classes.

Enforces pool regulations and verbally explains rules and activities to staff and the pool patrons.

Responds both in writing and verbally to public comments and complaints.

Attends staff meetings and works with social and community groups;

Lifts and/or moves equipment such as lane lines, vacuum hoses, pool tarps, lifeguard chairs, recreation equipment weighing up to 50 lbs, etc.

Plans, organizes and conducts special pool facility events.

Operates a computer to prepare written communication and reports.

Strives for maximum customer input & satisfaction; utilizes surveys, evaluations and other information to meet needs of patrons.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Operation of a swimming pool, including sanitation, maintenance, safety, and public relations.

Swimming pool cash management operations and recordkeeping.

Principles, practices and application of lifesaving and first aid techniques.

Emergency services available.

Pool rules and regulations.

Ability to:

Perform a broad range of supervisory responsibilities.

Work independently within the established policies and procedures of the department.

Maintain accurate financial records and submit necessary reports.

Establish and maintain effective working relationships with staff and the general public.

Enforce pool rules and regulations.

Act quickly and calmly in emergencies.

Lift and/or move various pool/recreation equipment weighing up to 50 pounds on a daily basis.

Work in chemically treated swimming pool water & in extreme heat & cold & in direct sunlight.

Communicate effectively with co-workers and the general public both verbally and in writing.

Operates a variety of standard office equipment including a computer, telephone, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.

Comprehends and makes inferences from written material and verbal and written instructions.

Maintain regular consistent attendance and punctuality.

Education & Experience

Minimum of one season (3-6 months) experience as an Assistant Pool Manager responsible for the operation and management of a municipal swimming pool facility.

Must possess a valid Red Cross Lifeguard Certificate (includes lifting dead weight usually exceeding 100 pounds), a Water Safety Instructor's Certificate, a Red Cross CPR Certificate, and standard first aid certificate.

EMT. and Instructor Trainer certifications are desired.

FLSA Status: Non-exempt

HR Ordinance Status: Classified